

# **HAZELEY ACADEMY**



## **SUPPORTING STUDENTS WITH MEDICAL NEEDS AND THE ADMINISTERING, STORING AND SAFE DISPOSAL OF MEDICINES**

# **SUPPORTING STUDENTS WITH MEDICAL NEEDS AND THE ADMINISTERING, STORING AND SAFE DISPOSAL OF MEDICINES POLICY**

## **Section 1: Introduction**

Most students will at some time have a medical condition that may affect their participation in Academy activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such students are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities. This policy outlines responsibilities and procedures for supporting students at The Hazeley Academy who have medical needs.

This policy is to enable the regular attendance of students with medical needs and to ensure that there are formal systems and procedures to support these students including where necessary, the correct administration, storage and safe disposal of medicines. Academy staff do not have a statutory duty to give medicines or medical treatment. However, medicines will be administered to enable the inclusion of students with medical needs and to enable regular attendance of all students. We aim to develop a partnership with parents and staff in support of this policy.

This policy should also be read in conjunction with the Academy's policies on Health and Safety and First Aid, along with guidance provided by the DfE and Department of Health (copies available for staff in the Policies folder on the Staff Drive).

All staff, Board of Directors, parents/carers and members of The Hazeley Academy will be made aware of and have access to this policy via the Academy website. The Principal is responsible for Health and Safety at the Academy and the Line Manager for the Lead Qualified First Aider will ensure the policy is implemented and monitored.

## **Section 2: Roles and Responsibilities**

### **Parents and guardians**

Parents, as defined in the Education Act 1996, are a child's main carers. They are responsible for making sure that their child is well enough to attend the Academy. Children should be kept at home when they are acutely unwell. Parents are responsible for providing the Principal or their nominated colleague, usually the Lead Qualified First Aider with sufficient information about their child's medical condition and treatment or special care needed at the Academy. With the Principal or their nominated colleague, usually the Lead Qualified First Aider, they should reach agreement on the Academy's role in helping their child's medical needs.

Where parents have difficulty understanding or supporting their child's medical condition themselves, the School Health Service can often provide additional assistance. However, ideally, the Principal should seek parents' agreement before passing on information about their child's health to other Academy Staff.

Parents' religious and cultural views should always be respected.

### **The Board of Directors**

The Board of Directors has a duty to ensure that their insurance arrangements provide cover for staff to act within the Academy of their employment; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff.

### **The Principal with their nominated colleague, usually the Lead Qualified First Aider**

The Principal with their nominated colleague, usually the Lead Qualified First Aider is responsible for implementing the governing body's policy in practice and for developing detailed procedures.

When teachers volunteer to give students help with their medical needs, the Principal should agree to their doing this, and must ensure that teachers/support staff lead by the Lead Qualified First Aider receive proper support and training where necessary. Day to day decisions about administering medication will normally fall to the Lead Qualified First Aider. The Lead Qualified First Aider is also responsible for making sure parents are aware of the Academy's policy and procedures for dealing with medical needs. The Lead Qualified First Aider is responsible for arranging back-up cover when the member of staff responsible for a student with medical needs is absent or unavailable.

### **Teachers and other Academy Staff**

Teachers who have students with medical needs in their class should understand the nature of the condition, and when and where the student may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication, they may only do so if they have had appropriate training and the academy is in receipt of a signed parental permission form (See Appendix 6)

Members of Staff who are allowed to administer medication currently are:-

- S Winkfield
- K Hill
- D Bo'ness

### **Other health professionals**

The Academy will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- the local health authority
- the school health service
- the school nurse
- the general practitioner (with the consent of the child's parents)
- the community paediatrician

## **Section 3: Students with medical needs**

### **Long term medical needs**

The Academy needs to have sufficient information of any pupil with long term medical needs. The Academy will then draw up a written health care plan for such pupils, involving the parents and relevant health professionals.

### **Individual health care plans**

These enable the Academy to identify the level of support that is needed at school. Those who may need to contribute to the plan are:

- the Principal
- the parent or guardian
- the child (if sufficiently mature)
- the class teacher
- the teaching assistant
- Academy staff who have agreed to administer medication or be trained in emergency procedures
- the school health service, the child's GP or other health care professionals

### **Short term medical needs**

At times, it may be necessary for a child to finish a course of medication at the Academy. However, where possible, parents will be encouraged to administer the medicine outside school hours. Academy staff will not give non-prescribed medication to children except in special cases at the complete discretion of the Principal.

In the case of children suffering regularly from acute pain, such as a migraine, the parents will authorise and supply appropriate painkillers together with written instruction about when the child should take the medication.

A member of staff will supervise the student taking medication, keep a log of all medication taken and notify the parents on the day painkillers are taken.

## **Section 4: Administering medication**

No student will be given medication without the parent's written consent as found in Appendix 6. This consent will also give details of the medication to be administered including

- name of medication
- dose
- method of administration
- time and frequency of administration
- other treatment
- any side effects
- the Academy will provide written consent for agreeing to administer the medication
- Staff will complete and sign record cards each time they give medication to a pupil. In such circumstances, wherever possible, the dosage and administration will be witnessed by a second adult.

- If students can take their medication themselves, staff will supervise this, bearing in mind the safety of other students. Written parental consent is necessary for this.
- Staff who have had training will be able to administer medication.

### **Hygiene/infection control**

Staff should follow basic hygiene procedures. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

### **Prescription Medicines**

Medicine should only be brought to the Academy when it is essential to administer it during the Academy day. In the vast majority of cases, doses of medicine can be arranged around the Academy day thus avoiding the need for medicine in the Academy. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from the Academy and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the Academy day. Parents may either call into the Academy and administer the medicine to their child or they may request that a member of the Academy staff administers the medicine. If Academy staff are to administer medicine, the parent must supply the medicine in the original pharmacist's container and in unbroken blister packs to the Reception and must complete a 'Request for the Academy to administer medicine' form 1A/1B (Appendix 6). On no account should a child come to the Academy with medicine if he/she is unwell.

### **Students with Long-term or Complex Medical Needs**

Parents or carers should provide the Principal with sufficient information about their child's medical condition and treatment or special care needed at the Academy. Arrangements can then be made, between the parents, Principal, Lead Qualified First Aider and other relevant health professionals to ensure that the student's medical needs are managed well during their time in the Academy. For students with significant needs, arrangements will be documented in a Health Care Plan (example attached Appendix 5). Parents should complete the 'Request for the Academy to administer medicine' form 1A/1B (Appendix 6) for any long-term medication requirements.

### **Students taking their own medication**

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma. For other conditions, appropriate arrangements for medication should be agreed and documented in the student's health care plan and parents should complete a 'Request for child to carry own medicine form'. (Appendix 1 & 3.)

### **Non-prescription Medicines**

Occasionally paracetamol CAN BE administered to students suffering acute pain from things like migraine, period pain, toothache. No other pain killer can be administered and under no circumstances should aspirin be given to young people under 16. ALL parents must give written consent at the start of the Academy year before paracetamol can be given (Appendix 4). This form is included in the induction pack and is completed by parents prior to the new students' arrival at Academy. The student is first encouraged to get some fresh air/have a drink/something to eat/take a walk/sit in the shade (as appropriate) and paracetamol is only considered if these actions do not

work. The Academy keeps its own supply of standard paracetamol tablets for administering to students. Students should not bring paracetamol (or other types of painkillers) to the Academy for self-administration.

Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Request for the Academy to administer medicine' form 1B (Appendix 6).

Sunscreen is not a medicine and children are welcome to use this on sunny days to protect against sunburn.

Other non-prescription medicines are not administered at the Academy and students should not bring them to the Academy for self-administration.

### **Refusing medication**

If a child refuses to take medication, the Academy staff will not force them to do so. The Academy will inform the child's parents as a matter of urgency. If necessary, the Academy will call the emergency services.

## **Section 5: Storage and Access to medicines**

All medicines apart from emergency medicines (inhalers, epipens, etc.) are kept in a store cupboard in the locked medical room. Medicines are always stored in the original pharmacist's container. Students are told where their medication is stored and who holds the key. In the event that a student requires an emergency medication that must be locked away, relevant staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and epipens are held by the student who must take responsibility to have it to hand at all times including outside PE lessons and on educational visits. A spare inhaler/epipen for each child is kept in the Medical Room. They are labelled in individually named boxes accompanied by the student's Care Plan. Medicines that require refrigeration are kept in the Medical Room fridge, clearly labelled in an airtight container.

### **Record Keeping**

For legal reasons records of all medicines administered are kept at the Academy until the student reaches the age of 21. This includes medicines administered by staff during all educational visits.

### **Staff Training**

The Academy ensures that specific and designated staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epipens, insulin, etc. Training in the administration of specific medicines is arranged via Lead Qualified First Aider. Records are maintained of all training completed by staff and a list of designated staff is available by every first aid box and in Lead Qualified First Aider's filing cabinet. Lead Qualified First Aider highlights training needs yearly.

## **Section 6: Other circumstances when First Aid support/ administering of medicine is needed**

### **Emergency Procedures**

In a medical emergency, first aid is given by fully trained First Aiders with a current certificate, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a student who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the telephone in Student Services. Details of students with Health Care Plans are updated annually or when required by Lead Qualified First Aider following consultation with parents as required. All Care Plans are kept with medicines in the Medical Room and relevant staff are informed via the summary on the Shared Drive and via Dispatches and/or email.

### **Educational Visits**

Only trained staff will administer prescription medicines to students when required during educational visits. Parents should ensure to complete a consent form (Appendix 1) and to supply a sufficient supply of medication in its pharmacist's container and in unbroken blister packs. Non-prescription medicines (apart from travel sickness medication and paracetamol) cannot be administered by staff and students must not carry them for self-administration. Hay fever remedies, etc. should therefore be provided, if necessary, on prescription.

Students with medical needs shall be included in educational visits as far as this is reasonably practicable. Staff leading visits/trips Academy staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

### **Off-site Education and Work Experience**

Parents should include details of medical needs on the Off-site Education and Work Experience forms distributed to all students. The Off-site Education and Work Experience Co-ordinator will liaise with the external provider/employer and parents as appropriate, to ensure there are safe arrangements to meet the student's needs during the placement.

## **Section 7: Confidentiality**

The Academy will treat medical information confidentially. The Principal or nominated colleague, usually the Lead Qualified First Aider will agree with the parents about who will have access to records and information about a student. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

## Section 8: Disposal of medicines

Parents are written to and advised that medicines will be disposed of after the last day of term if not collected. Those medicines not collected are taken to Shenley Church End pharmacy for disposal.

Sharps boxes are used to dispose of all needles and disposal is arranged through PHS.

### Appendices:

1. Form 2A Request to carry own prescribed medications
2. Form 3A Contacting Emergency Services
3. Care Plan for the Emergency Management of Allergic reaction
4. Paracetamol letter
5. Form 4A Healthcare plan for a student with medical needs
6. Form 1A Request for the Academy to administer prescribed medication  
Form 1B Request for the Academy to administer over the counter medication
7. Record of medicines administered to all children
8. Asthma Guidance

(APPENDIX 1)

**2A:REQUEST FOR STUDENT TO CARRY HIS/HER  
PRESCRIBED MEDICATION**

**This form must be completed by parents/guardian**

Student's Name: ..... Form: .....

Address: .....  
.....

Condition or Illness: .....  
.....

Name of Medicine: .....  
.....

Procedures to be taken in an Emergency: .....  
.....  
.....

**CONTACT INFORMATION**

Name: .....

Daytime Phone Nos: .....

Relationship to child: .....

I would like my son/daughter to keep his/her medication on him/her for use as necessary.

Signed Parent/Carer: ..... Date: .....

Relationship to child: .....

**(APPENDIX 2)**

**3A - Contacting Emergency Services**

**Request for an Ambulance**

**Dial 999, ask for ambulance and be ready with the following information**

1. Your telephone number
2. Give your location as above
3. State that the postcode is MK8 0PT
4. Give exact location in the Academy/setting (*Science room 1<sup>st</sup> floor with lift access*)
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. We DO have an AED (Defibrillator) on site
8. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the patient

**Speak clearly and slowly and be ready to repeat information if asked**

**(APPENDIX 3)**

**Care Plan for the Emergency Management of Allergic reaction**

Name: ..... Date of Birth: .....

Allergy to: .....

Asthmatic      YES        NO     

**Assessment and Action:**

**Mild symptoms** – In case of; (Please circle symptoms relevant to young person)

Itchiness	Stomach Cramps	Blotchiness of skin
Tingling of lips & face	Vomiting	Sneezing

Other: .....

- Administer Antihistamine as directed ..... mls
- Stay with the young person and monitor symptoms
- Remember mild symptoms can progress to severe symptoms
- If known asthmatic use inhalers for wheeze
- Inform parents/carers of treatment given

**Severe Symptoms**

**THINK DRABC**

Swelling of the face & tongue	Airway & breathing
Wheezy, difficulty breathing, swallowing or speaking	Airway & breathing
Feeling faint, pallor	Circulation

Other: .....

**Action for Severe Symptoms**

- Administer Antihistamine as directed ..... mls
- Stay with the student and monitor symptoms
- Remember mild symptoms can progress to severe symptoms
- If known asthmatic use inhalers for wheeze
- Inform parents/carers of treatment given

**Procedure for administration of Adrenaline for designated and trained staff**

1. Remain calm, stay with the student
2. Call for help. Ask another person to call for an ambulance & send someone for the Adrenaline
3. Given Adrenaline injection into the outer thigh
4. Place the student in a comfortable position(sitting up right is usually best)
5. Observe the student for improvements – if none administer a further dose of adrenaline 5 minutes after the first dose
6. Stay with the student – monitor condition

**Ensure a member of the staff is acting as lookout – they must direct the paramedics to you. Whenever adrenaline is administered a student must go to hospital.**

**Epipen:**

Remove the grey safety cap of the Epipen, then push against the fleshy outer portion of the outer thigh in a swift stabbing motion and hold in place for a count of ten. Remove in a straight line as needle will then be visible to avoid scratching the skin (Note: There is no need for more precise placement. Do not attempt to inject into a vein or into the buttocks)

**Anapen:**

Remove the needle cover of the Anapen and then place firmly against the outer thigh making a slight dent. Remove the safety cover from the other end and push the red button. Remember the button is very sensitive and will fire at the slightest touch. Leave in position for a count of ten and then remove in a straight line as the needle will be visible, to avoid scratching the skin.

**Record administration of adrenaline and/or Antihistamine below:**

<b>Date</b>	<b>Time</b>	<b>Name of the medication given</b>	<b>Dose</b>	<b>Name of the person administering</b>
-------------	-------------	-------------------------------------	-------------	---

**This management plan has been discussed and agreed by the parents/carer**

**Name (Parent/Carer):** ..... **Signature** .....

**Name (key staff member):** ..... **Signature** .....

**Date:** .....

**Key contacts:**

**Name of next of kin (1)** ..... **Contact number:** .....

**Name of next of kin (2)** ..... **Contact number:** .....

**GP & Surgery:** .....



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**(APPENDIX 4)**

May 16

Dear Parent/Carer

I am writing to give you information on the guidelines by which the Academy must operate regarding the administration of medicines to your child.

If there are occasions when your child needs to bring prescribed medicines into the Academy, they should be left with our Lead Qualified First Aider. He/She will require your written permission for administration and full directions for use.

If your son/daughter becomes ill during the day, he or she should report to Lead Qualified First Aider who will advise as to whether (s)he will need to go home or can continue in the Academy. In the event of your son/daughter needing to go home, Lead Qualified First Aider will contact you. Students should not ring their parents during the day asking to be collected from the Academy because they do not feel well.

Sometimes students ask Lead Qualified First Aider for painkillers. Although as a general rule we prefer not to give painkillers to students, guidelines issued by the local education authority in conjunction with the Consultant Community Paediatrician allow Lead Qualified First Aider to administer Paracetamol with your written consent – if he/she considers it to be appropriate for the following conditions:-

- Principal ache (except where associated with Principal injury)
- Toothache
- Earache
- Dysmenorrhoea (painful periods)

No other painkillers will be administered. If your child is allergic to or unable to take Paracetamol you will need to supply the Academy with prescribed medicines for your son/daughter.

If you wish to give such authorisation for the administration of Paracetamol, please sign the form attached to this letter and return it to Lead Qualified First Aider at the Academy as soon as possible. No medicine can be administered without this consent.

If your son/daughter has more long term medical needs of which Lead Qualified First Aider should be aware, you should discuss a health care plan with him/her.

Yours sincerely




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**Please return to Lead Qualified First Aider, The Hazeley Academy as soon as possible.**

STUDENT'S NAME: .....FORM: .....

I give permission for my son/daughter to be given Paracetamol if Lead Qualified First Aider considers it to be appropriate.

Signed:..... Parent/Carer Date: .....

Please print name: .....

**4A HEALTHCARE PLAN FOR A STUDENT WITH MEDICAL NEEDS**

**Once complete, please return to Lead Qualified First Aider.**

Student's Name: .....

Date of Birth:.....

Medical Condition: .....

Please list any medicines your son/daughter is taking and the times they must be taken:

.....  
.....  
.....  
.....

Describe student's condition and give details of student's individual symptoms:

.....  
.....  
.....  
.....

Daily care requirements:.....

.....  
.....  
.....  
.....

Describe what an emergency is for the student and the action to take if this occurs:

.....  
.....  
.....  
.....

Follow-up care: .....  
.....  
.....  
.....  
.....  
.....  
.....

**CONTACT INFORMATION IN AN EMERGENCY**

**Contact 1**

Name: .....

Phone No. Work:.....

Phone No. Home: .....

Relationship: .....

Hospital/Clinic contact:

Name:.....

Phone No.....

**Contact 2**

Name: .....

Phone No. Work:.....

Phone No. Home: .....

Relationship: .....

GP:

Name: .....

Phone No: .....



**(APPENDIX 6: 1A)**

Prescription Medication (Green Form)

**THE HAZELEY ACADEMY**

Emperor Drive  
Hazeley, Milton Keynes  
MK8 0PT  
Tel: 01908 555620 Fax: 01908 508357  
Email: enquiries@thehazeleyacademy.com

**The Academy will not give your child medicine unless you complete and sign this form, and the Principal has agreed that the Academy staff can administer the medication.**

DETAILS OF STUDENT

Surname: ..... Forename(s).....  
Address: ..... M/F: .....  
..... Date of Birth: .....  
..... Form:.....  
Condition or Illness: .....

MEDICATION:

Name/Type of Medication (as described on the container): .....  
For how long will your child take this medication? .....  
Date dispensed: .....  
Expiry date:.....

FULL DIRECTIONS FOR USE:

Dosage and method: ..... Timing: .....  
Special Precautions:.....  
Side Effects: .....  
Self Administration: .....  
Procedures to take in an Emergency: .....

CONTACT DETAILS

Name: ..... Daytime Telephone No: .....  
Relationship to Student: .....  
Address: .....  
.....

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service, which the school is not obliged to undertake.

Date: ..... Signature(s): .....  
.....  
Relationship to Student:.....

**Note: Medicines must be in the original container as dispensed by the pharmacy.**

**(APPENDIX 6: 1B)**

Over The Counter Medication (Pink Form)

**The Academy will not give your child medicine unless you complete and sign this form, and the Principal has agreed that the Academy staff can administer the medication.**

DETAILS OF STUDENT

Surname: ..... Forename(s).....  
Address: ..... M/F: .....  
..... Date of Birth: .....  
..... Form:.....  
Condition or Illness: .....

MEDICATION:

Name/Type of Medication (as described on the container): .....  
For how long will your child take this medication? .....  
Date dispensed: .....  
Expiry date:.....

FULL DIRECTIONS FOR USE:

Dosage and method: ..... Timing: .....  
Special Precautions:.....  
Side Effects: .....  
Self Administration: .....  
Procedures to take in an Emergency: .....

CONTACT DETAILS

Name: ..... Daytime Telephone No: .....  
Relationship to Student: .....  
Address: .....  
.....

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service, which the school is not obliged to undertake.

Date: ..... Signature(s): .....  
.....  
Relationship to Student:.....

**Note: Medicines must be in the original container as when purchased.**

(APPENDIX 7)

### RECORD OF MEDICINES ADMINISTERED TO ALL CHILDREN

DATE	TIME	NAME OF STUDENT	DOSAGE GIVEN	NAME OF MEDICINE & DOSAGE	SIGNATURE

## **(APPENDIX 8)**

### **Guidance for Asthma**

This policy is for guidance only and is subject to changes to keep in line with current research and practice, it is not a substitute for training. This policy should be read in conjunction with the group of policies entitled "Safeguarding".

#### **Background**

The Hazeley Academy recognises that asthma is a serious but controllable medical condition affecting the respiratory system of many learners and staff at the Academy. The Academy positively welcomes all students and staff with asthma. All students with asthma are encouraged to reach their full potential in all aspects of Academy life by having a clear policy that is understood by staff, students and parents/carers.

#### **Medicines**

Students with asthma must have immediate access to their reliever inhaler. Parents/carers are asked to ensure that the Academy is provided with a spare reliever inhaler in case the student's own inhaler runs out, or is lost or forgotten.

Academy staff are not required to administer asthma medicines to learners except in an emergency. Secondary school/academy students are almost always independent in administering their medication. Academy staff will always allow students to take their medicines as required.

#### **Asthma Attacks**

All staff with student contact know what to do in the event of an asthma attack and receive training and guidance from the Academy. The Academy's First Aid Policy also contains guidance on managing a medical emergency. If an ambulance is required it should be ordered via Student Services. Should this cause a delay for some reason, staff can call an ambulance themselves and inform reception as soon as possible that they have done so. Failure to do this may result in a delay and confusion for paramedics and Academy staff as to where the emergency is.

#### **Record Keeping**

The Academy Lead Qualified First Aider keeps records of every occasion a student is given first aid support or support for their on-going medical condition. Parents/carers should be informed as soon as possible, when their child has had an asthma attack at the Academy regardless of the degree of severity. Information regarding the student's asthma is recorded on SIMS.

#### **Exercise and Activity**

Participation in sports, games and activities is an essential part of life at The Hazeley Academy for all students. Staff will be aware of students with asthma via the medical register and SIMS.

Students with asthma are encouraged to participate fully in all PE lessons. PE teachers should remind learners who find exercise triggers their asthma, to take their reliever inhaler before the lesson and to warm up and down thoroughly. PE staff will take a box to the site of their lesson containing labelled inhalers for the noted students.

## **Off Site and Out of Hours Activities**

The health benefits of exercise are beneficial to all students including those with asthma. Students with asthma should be encouraged to participate in additional sport and celebrities with asthma, such as David Beckham, Paula Radcliffe and Pink, should be promoted to inspire young people to achieve. Academy visits require the student to bring their asthma medicine with them; the responsible person must ensure they are aware of medical conditions prior to the trip.

## **The Academy Environment**

The Hazeley Academy strives to provide a safe and clean environment for all. The Academy does not keep furry or feathery animals and is an absolute no smoking site. As far as possible, science and other lessons, try to avoid chemicals that could trigger asthma attacks. Students with asthma are encouraged to leave the room if particular fumes trigger their asthma. Any site issues around health and safety should be discussed with both the site and line manager.

## **Educational Attainment**

If a student is having attendance issues due to asthma or is very tired in class from asthma disturbing their sleep, the teacher should inform the student's Personal Tutor. The Personal Tutor will speak to the parent/carer to try to overcome any barriers to learning. If necessary, the teacher will speak to Lead Qualified First Aider and Excellence to try to meet the student's needs.

The Hazeley Academy recognises that it is possible for a student to have special educational needs due to their asthma.

## **Responsibilities and Training**

The Principal and Board of Directors have a responsibility to plan and implement the asthma guidance alongside the Administering, Storage and Safe Disposal of Medicines Policy for the Academy. The guidance and training must be available to staff that come in to contact with students.

Lead Qualified First Aider has responsibility to keep the medical register and make it accessible to staff. The Principal and Board of Directors will support Lead Qualified First Aider in trying to access training and updates about asthma provided by the local NHS, to ensure his/her competence is also maintained.

All Staff have a responsibility to understand the asthma guidance alongside the Managing Administering, Storage and Safe Disposal of Medicines Policy. Staff should liaise with Lead Qualified First Aider if there are any issues around a student's asthma and inform him/her if a student has an asthma attack. Parents/carers must be informed if a student has an asthma attack in the Academy or on an Academy trip directly or via the Lead Qualified First Aider.

Students have a responsibility to know how to take and manage their own asthma medicines. They should treat other students with or without asthma equally. They must tell staff when they are not feeling well and to treat asthma medicine with respect.

Parents and carers must liaise with the Academy on all aspects of their child's medical condition and provide any necessary labelled, in date medicines and equipment required to manage it.

## **Appendix 8 (i)**

### **Identifying and Managing an Asthma Attack**

#### **Symptoms of an asthma attack include:**

Breathlessness  
Tightness in the chest  
Coughing  
Wheezing (Whistling noise when breathing)

#### **Severe attacks also include:**

Trouble speaking a whole sentence  
Lips and/or fingernails becoming pale or bluey purple  
Flared nostrils  
Indrawing of rib cage

#### **Management – *Never leave a person unsupervised during an asthma attack***

Take reliever inhaler (Normally blue) immediately  
Sit or stand to expand the lungs – never lie down  
Loosen tight clothing  
Give reassurance and call/send for the Lead Qualified First Aider or a first aider **via reception**

#### **If relief is not immediate:**

Take a puff of reliever inhaler every minute for 5 minutes or until improved  
If no improvement call 999 and continue to take a puff every minute until help arrives – don't worry about how much of the inhaler is being taken.

If the person becomes unresponsive or stops breathing begin emergency aid procedures and ensure ambulance control is aware of worsening by calling 999 again.

Source: NHS Direct , Asthma UK,